

Jordan Maintenance Company
14129 Club Way
Arlington, WA 98223

Procedures for Review of Potential Violations of Covenants

1. To initiate the review process, the "Request to the Board of Trustees To Review Potential Violation of Covenants" form must be completed by a community member and presented to the Board. This form must also be completed by any Board Trustee who wants the full Board to review a potential violation.
2. Upon receipt of the form, the Board of Trustees will review the information and other documentation provided. The Board will also make a visual inspection, documented with photographs, to confirm the specific information provided, if it is possible to do so.
3. If the Board concurs that a violation exists, a "Notice of Violation" document signed by a majority of the Trustees will be completed and sent to the owner(s) by USPS regular mail and also certified mail.
4. The owner shall have 30 days from the date of the notice to:
 - a. Remedy the violation to full compliance with the requirements of the specified Article.
 - or
 - b. Make a written request for a hearing with the Board discuss the violation.
5. If the owner(s) chooses to remedy the violation, a written response must be provided to the Board at the end of the 30 day period, specifying the action taken to remedy the violation, and also what steps have been taken to prevent the violation from occurring again.
6. If the Board does not receive a request for a hearing within 30 days, and the owner has failed to remedy the violation within the required 30 day time period, the Board shall conduct an in person review to determine if the violation continues to exist. If it does, the owner(s) shall be subject to applicable penalties.
7. If the Board does receive a request for a hearing, the hearing date shall be set within 14 days after receipt of the request and the owner(s) and the member(s) who made the request(s) to review the violation will be notified in writing of the date and time of the hearing.
8. At the hearing, the Board shall present the Notice of Violation document along with all evidence in support of the violation. The Board shall consider relevant testimony from the owner(s) and any witnesses whether presented in person, or by signed written statements. The Board may consider photographs, videos, written documentation and any other form of tangible evidence. The Board shall give the evidence presented such weight as it determines to be appropriate. The violation shall be deemed proven if the Board makes a good faith determination that the violation has occurred. The Board shall provide written notification to the owner(s) of the outcome of the Board's decision.

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9. Penalties will be added to the owner(s) account and be subject to late charges and a potential property lien if not paid. For a first violation a weekly fine of \$ 25.00 will be assessed. For a second violation of the same Article and Section of the Covenants a weekly fine of \$ 50.00 will be assessed. Penalties will continue to be applied until the Board of Trustees has determined the violation has been remedied in full.

Approved by JMC Board of Trustees: 08-04-2011